

CITY OF NEWARK

Delaware

RFP NO. 17-04

EXECUTIVE SEARCH CONSULTANT- CITY MANAGER RECRUITMENT SERVICES

ADDENDUM NO. 1

September 12, 2017

This addendum provides clarification and response to the request for information (RFI) received via email on September 8, 2017.

**Question and Response:**

Q: Please clarify what is being required for “Sample Template: Provide a sample template for the presentation of applicant resumes to members of City Council and the public with an emphasis on uniformity in format and organization.”

*Firms are being asked to submit a sample template that would be a consistent format and method in the presentation of applicants to City Council and the public. This would ensure information for each applicant is displayed and organized in a uniform fashion. The template could be blank, simply showing the fields and formatting, or it could feature a sample candidate (e.g. John Doe).*